



Annapolis Fire Department

Operating Policy Manual

Chapter 2: Administration

2.22 Funeral Policy for Non-Line of Duty Death

Effective: 03/03/2017
Revised:

Approved by:

David L. Stokes, Sr.
Fire Chief

2.22.1

Purpose

This policy establishes the services that the Annapolis Fire Department will provide for personnel classified in this policy for a Non-Line of Duty Death (LODD). For active uniform personnel LODD the Department shall follow the definition and guidelines established by the National Fallen Firefighters Foundation (NFFF). These guidelines are available on-line and a copy is available in the Fire Chief's Office. The definition of a Line of Duty Death is noted below.

The death of a fire service loved one or family member can be a difficult and emotional event. Family members wanting to honor their loved one's fire department service will often place unrealistic ceremonial demands on the Department. For example, certain fire department funeral traditions, such as a fire engine caisson, are reserved for Line of Duty Deaths and are inappropriate for the funeral service of a retired firefighter.

However, the Department will take reasonable steps to provide an appropriate tribute to recognize a deceased member's dedication to the Annapolis Fire Department and their service to the citizens of Annapolis. However, several factors must be considered and the purpose of this document is to provide guidance in the event of a Non-LODD death funeral request.

2.22.2

Definition of Line of Duty Death

For the purpose of this policy, the National Fallen Firefighters Foundation definition of a LODD shall be used to determine if the death is a LODD. Deaths meeting the criteria noted below shall be considered LODD and shall not be subject to this policy.

The term "firefighter" means an individual whose official duties include fire suppression, fire investigation or fire police activities and who is actively employed on a full-time, part-time, volunteer or contract basis by a local county, state or federal agency, with or without compensation, to provide primary fire protection for an organized jurisdiction having authority.

- A. "Line of Duty" means any activity or action which a firefighter is obligated or authorized by statute, rule, regulation, condition of employment or service, official mutual-aid agreement or other law, or for which they are compensated to perform under the auspices of the fire service protection agency they serve, and that such agency legally recognizes that the activity or action to have been obligated or authorized at the time performed.
- B. Additionally, the following criteria will be applied when evaluating circumstances of each death for inclusion on the National Memorial in Emmitsburg, Maryland:
 - 1. Deaths meeting the Department of Justice's Public Safety Officers' Benefits (PSOB) program guidelines for a favorable determination.
 - 2. Deaths directly resulting from traumatic injuries sustained during response to, at the scene of or during return from an emergency incident including but not limited to fires, emergency medical calls, hazardous materials incidents, natural disasters, technical rescue incidents and search and rescue missions.

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3. Deaths directly resulting from traumatic injuries sustained while engaging in a department mandated physical exercise program administered by the agency including, but not limited to running or other types of physical exercise and annual recertification fitness or agility tests.
 4. Deaths directly resulting from a cardiovascular event that occurs immediately after, or within 24 hours of, returning from an emergency response or being engaged in a department mandated physical exercise or training activity as defined above.
- C. In all cases documentation must be provided showing a direct link from an emergency incident, or training activity, to the firefighter's injury and subsequent death. Examples of documentation that may be submitted are: department incident or run reports, newspaper articles, notarized witness statements, hospital records, physician reports and disability records.
- D. For deaths resulting from a heart attack or stroke, documentation must be provided showing the firefighter's participation in emergency response or training activities within the designated time frame (24 hours) before the onset of the cardiovascular event. If the injury or cardiovascular event results in long-term disability or hospitalization, documentation will also be required indicating the individual did not return to full-duty status as a firefighter prior to their death.

2.22.3

Responsibilities

It shall be the duty of the Deputy Chief of Operations to coordinate the procedures outlined in this policy and the National Fallen Firefighters Foundation LODD policy. These duties include; serving as the Incident Commander for the funeral detail and ensuring all required documentation, investigations, etc. are completed. The Deputy Chief of Operations shall gain the approval of the Fire Chief prior to committing the resources of the Annapolis Fire Department to a funeral detail.

2.22.4

Member Classifications

For the purpose of this policy, members of the Annapolis Fire Department shall encompass the career Fire Department of Annapolis and the current and past Volunteer Fire Service members of the City of Annapolis.

- A. Active member: A full-time career uniform personnel or active volunteer member.
- B. Inactive member: A retired or former career uniform personnel or volunteer member.
- C. Affiliate member: An individual who has served in some capacity such as a civilian or auxiliary member. The Fire Chief has the discretion to provide Fire Department representation at the wake or funeral service of an affiliate member.
- D. Honorary member: A citizen or public official that has the distinction of positively contributing to the Fire Service. On occasions, the Department has bestowed on individuals (mostly children) suffering from a terminal illness, a rank of Honorary member of the Department. The Fire Chief has the discretion to provide Fire Department representation at the wake or funeral service of an honorary member. This may include, but is not limited to, attendance at services and/or providing Fire Department vehicle(s) at the funeral home or grave site.

2.22.5

Recognition of Retirees Service/ Funeral Attendance

- A. Whenever possible, the Fire Chief or their designee will attend the wake or funeral services of a uniform retired Annapolis City Fire Department career or volunteer firefighter that retired in good standing with the Department under the following conditions:
1. The wake or funeral is within a reasonable travel distance to the City. It is difficult to clarify a reasonable travel distance, but as a general rule, the trip should not require out of state travel, but remains at the discretion of the Fire Chief.

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2. Due to medical or other reasons, employees may resign from the Department prior to obtaining the time needed to retire, in those cases; the Fire Chief should determine if attendance is appropriate based on the years of service and circumstances of the resignation.
- B. The Department has no obligation to provide fire department representation at the wake or funeral services of a uniform employee that was terminated and/or resigned or retired to avoid disciplinary action.
 - C. The Fire Chief or their representative should attend the wake or funeral in their Annapolis City Fire Department uniform.
 - D. If the Department is unable to provide representation at the wake or funeral of personnel that retired in good standing, the Office of the Fire Chief shall send the family a letter recognizing and thanking the family for the dedicated service of their family member to the City and the Annapolis Fire Department.

2.22.6

Funeral or Memorial Service Planning Considerations

There are many ways to offer help for the funeral or memorial service. Some families will welcome all offers for help, while others may choose to have no fire department involvement. The family must always be allowed to make that choice and the Department shall honor their wishes within the guidelines of this policy.

2.22.7

Family and Fire Department Liaisons

- A. Upon receipt of request from a family member to provide memorial services, the Fire Chief shall appoint a family and fire department liaison to work with the family, Fire Department and funeral director. Considerations and duties for these positions include:
 1. The family liaison is responsible for working directly with the family and may be an active or retired member of the Department or other individual deemed appropriate by the Fire Chief and family. Ideally, the individual should be affiliated with the Annapolis Fire Department or have a fire service background. Consideration should be given to appointing a member of the volunteer fire department if the deceased was a volunteer firefighter.
 2. Ideally, the family liaison should be familiar with the family but not so emotionally involved that it impacts their judgment.
 3. The family liaison shall communicate with the family and determine the wishes and desired fire department and involvement. The family liaison is not authorized to commit the Department or its resources to any actions.
 4. Unless directly impacted, the Deputy Chief of Operations shall serve as the Fire Department liaison who shall work directly with the family liaison to facilitate the family's request(s) for fire department participation with the Fire Chief.
- B. During the entire funeral process, the department must consider the deceased member's family's wishes and not be influenced by the desires of the Fire Department's membership.
- C. Before any plan is instituted, the deceased members family must agree with the department's intended participation. The family may choose to forego the suggested and appropriate level of honor service; however, the family should not influence an inappropriate level of honor service.
- D. In cases where the family wishes to have no fire department involvement the department may choose to honor the department member in one of the following ways:
 1. Fire Department Religious Service
 2. Fire Department Memorial Service
 3. If the funeral procession is scheduled to pass by a City Fire Station, members may place apparatus at the end of the ramp and salute as the funeral procession passes.

2.22.8**Initial Considerations**

- A. If requested by the family, the fire department liaison can offer the services of the Fire Department Chaplain if one is available.
- B. The CISM (Critical Incident Stress Management) Team may be activated for grief management for AFD personnel. However, the CISM team is not qualified to provide grief management for the family and/or civilians.

2.22.9**Level of Fire Department Involvement for Active and In-Active Members**

In approving the various levels of involvement, the Fire Chief and Deputy Chief of Operations should review the deceased member's rank, time of service and contributions to Annapolis Fire Department. They shall also keep in mind the purpose of the policy is to provide deceased members of the Department with a fitting tribute for their service without diminishing the honor and fire service ceremonial traditions associated with a Line of Duty Death funeral.

Tribute / Involvement	
Departmental Flag	Yes*
Badge Shrouding	No
Bag Pipes/Bugler	No
Bell Service (Last Alarm Service)	No
Burial in Uniform	Optional
Color Guard	No
Crossed Aerial Ladders	No
Eulogy	No
Family Liaison Officer	Yes
Fire Department Chaplain	Yes*
Flags at Half-Staff	Optional
Flag Presentation (**= Military if Veteran)	No
Honor Guard (at casket)	Yes
Pallbearers (Departmental)	Optional
Pallbearers (Family/Friends)	Optional
Presentation of Fire Department Badge	No

Involvement	
Procession	
- Fire Engine Escort	No
- Fire Engine Caisson	No
- Parade with Visiting Apparatus	No
Readings	
- Chaplains	Yes
- Specific Person Requested	No
Static Equipment Display (Funeral home or cemetery)	Optional
Station Bunting (*Family will decide which Station)	Optional *
Taps	Optional
Transportation (Immediate family)	No
Vehicle Bunting (Day of funeral for procession)	Optional

2.22.10**Special Considerations for Retired Fire Chiefs of the Annapolis Fire Department**

The funeral of a retired Fire Chief (Department Director) affords special privileges and considerations. The current Fire Chief shall have the authority to recognize the service and contributions of a retired Fire Chief while preserving the honor and ceremonial prestige of a firefighter Line of Duty Death (LODD) funeral.